

ACCOUNTANT I/II

DEFINITION

To perform responsible professional accounting, administrative and technical support relative to the planning, organizing and coordination of assigned activities in the Finance Division; and to provide responsible technical assistance to the Finance Manager.

DISTINGUISHING CHARACTERISTICS

Accountant I: This is the entry level class in the Accountant series. This class is distinguished from the Accountant II by the performance of the more routine tasks and duties assigned to positions within this series. Employees at this level are not expected to perform with the same independence of direction and judgment on matters related to established procedures and guidelines as are positions allocated to the II level. Since this class is typically used as a training class, employees may have only limited or no directly related work experience. Employees work under immediate supervision while learning job tasks.

Accountant II: This is the full journey level class within the Accountant series. This class is distinguished from the Accountant I by the assignment of the full range of duties. Employees at this level receive direction or assistance only as new or unusual situations arise and they are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Finance Manager.

May exercise technical and functional supervision over accounting clerical positions.

EXAMPLES OF ESSENTIAL FUNCTIONS – *Essential functions may include, but are not limited to, the following:*

Provide responsible professional and technical assistance in the administration and implementation of the City's financial, auditing, and accounting programs.

Participate in operating an automated office and computerized financial and information system; identify, develop and implement new automated applications as needed to facilitate effectiveness and efficiency.

Participate in and assume responsibility for various departmental programs including financial statements, general ledger, monthly statements, payroll, and special districts accounting; conduct and prepare special studies and reports.

Reconcile postings from payroll, accounts payable, cash receipts, and accounts receivable to the general ledger; prepare journal entries.

Prepare a variety of financial and statistical reports including year-end reporting, budgetary and management analysis.

Monitor expenditures, revenues and budget allocations to determine the City's financial status and prepare custom reports, graphs and schedules as needed.

Interpret, explain and apply general and governmental accounting/auditing principles and procedures, laws and regulations affecting the financial operations of municipal government.

Assist in the coordination of the annual audits and assume a lead role as needed.

Record and maintain appropriate controls for fixed assets; assist in the City's purchase orders and accounts payable system, auditing and financial analysis, grant accounting and special reports.

Assist with investments, portfolio management and cash management, debt management, new financing, annexations and subdivisions and revenue and expense projections.

Perform professional accounting work.

Perform related duties as assigned.

QUALIFICATIONS

Accountant I

Knowledge of:

Principles and practices of public and governmental accounting and financing.

Principles and practices of business organization and public administration.

Modern accounting principles, practices, and methods including program budgeting and auditing and their application to municipal operations.

Modern office procedures, practices and equipment.

Ability to:

Analyze financial data and draw sound conclusions.

Analyze situations accurately and develop effective courses of action.

Understand and carryout a variety of complex instructions in a responsible and independent manner.

Utilize computerized spreadsheet and word processing systems, prepare clear, complete and concise financial statements and reports.

Establish and maintain a variety of files and records.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the performance of required duties.

EXPERIENCE AND TRAINING

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

No professional experience is required.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in accounting or a closely related field.

Accountant II

In addition to the qualifications for Accountant I:

Knowledge of:

General principles and practices of data processing and its applicability to accounting and municipal operations.

Pertinent ordinances, resolutions and laws affecting municipal financial operations.

Ability to:

Work on multiple projects with competing priorities effectively and in a timely manner; organize and prioritize timelines for self and others in an effective and timely manner.

Perform independently in setting daily work priorities and solving difficult accounting problems.

Evaluate and develop improvements in operations, procedures, policies or methods.

EXPERIENCE AND TRAINING

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of progressively responsible professional public accounting experience similar to the Accountant I with the City of Rocklin.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in accounting or a closely related field.

This class specification lists the major duties and requirements of the job and is not all inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.

ACCTANT
ADOPTED 10/91
REVISED 1/98
CAT: PROF
FLSA: NE

Accountant II – POSN: 00122